

MAILING ADDRESS
IDAHO REAL ESTATE COMMISSION
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BOISE ID 83720-0077
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STATE OF IDAHO
Real Estate Commission

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BOISE ID 83702
TEL: (208) 334-3285; FAX: (208) 334-2050
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RELAY SYSTEM) 1 800 377-3529

ATTENTION ALL BROKERS! **IMPORTANT NEW ONLINE LICENSING CHANGES**

PLEASE DISTRIBUTE THIS TO ALL YOUR SALES & OFFICE STAFF

The new online licensing system has been designed to allow greater protection for your personal information. You will use an Access Idaho username and password to access your IREC licensing information. After creating a username and password, you then associate your licensing information to the username and password.

Once you've established your Access Idaho username & password and associated your IREC licensing information to that username, you can change the association key for privacy reasons. If you wish to prevent someone who knows your personal information and/or your current "association key," you need only change your personal "association key."

Office Managers, you can create a user name and password for yourself and then associate any number of licensees to your Access Idaho account as long as you know the license number and correct association key.

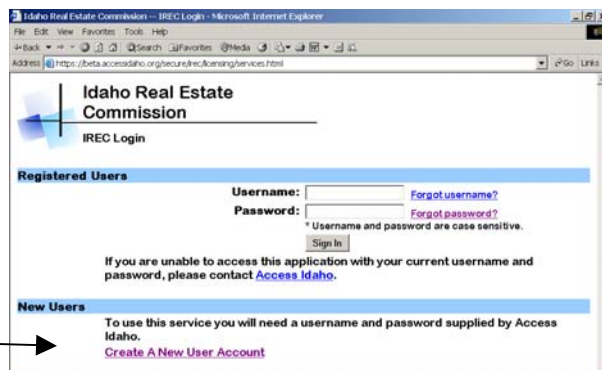
TO LOG ONTO IDAHO REAL ESTATE COMMISSION ONLINE LICENSING SERVICES

- 1) Using your internet provider, browse to the Idaho Real Estate Commission Website at <http://www.irec.idaho.gov>
- 2) Click on either "Licensing Forms and Online Services" link on the left side of the IREC home page or the "Online Renewal & Services" hyperlink at the bottom of most IREC website pages.
- 3) If you used the "Licensing Forms and Online Services" link you need to then click on "Online Licensing services," if not you will be at step #4 already.
- 4) When you get to the "Online Services" page please read the information provided. It tells you what Internet settings are needed to use the online services, what services are available online, what credit cards are accepted, and other information about the online services.
- 5) Click on any of the hyperlinks provided to access the online services you wish to use.

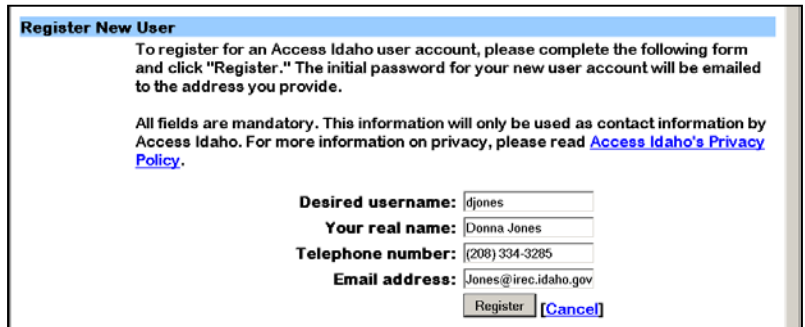
CREATING A NEW USER ACCOUNT

To establish a new username and password:
(If you already have an Access Idaho username and password then skip to the step #8.)

- 1) Access the Real Estate Commission online services page.
- 2) Click on this link.



- 3) Enter a "desired user name", it can be any format that you would like to use.
- 4) Enter your name
- 5) Enter your telephone number
- 6) Enter your email address (Your new password will be emailed to this address. And if you forget your username or password in the future and you click on the "Forgot" links, the information will be emailed to this email address.)
- 7) You need to receive your temporary password before you can continue. It should be emailed to you in just a few minutes. Once that information is received you can login and then continue with the "association" step.



Register New User

To register for an Access Idaho user account, please complete the following form and click "Register." The initial password for your new user account will be emailed to the address you provide.

All fields are mandatory. This information will only be used as contact information by Access Idaho. For more information on privacy, please read [Access Idaho's Privacy Policy](#).

Desired username:


Your real name:

Telephone number:

Email address:

ASSOCIATING LICENSE INFORMATION TO A USERNAME (First time)

- 8) Enter your license number, (the number that appears after the SP, DB, AB, etc.) i.e., for SP00000303, type 303 in the "License Number" field.
- 9) Unless you have changed it, the "Association Key" will be your birthdate in the format MMDDYY (i.e., May 4, 1950 will be 050450) followed by the last four digits of your social security number.



Idaho Real Estate Commission
Associate License with Your User Account

Before you can use these services, you must associate your Access Idaho account with an individual that is registered with the Idaho Real Estate Commission. Enter the license number and association key you received for the license you wish to add below. Unless you or someone else has changed it, the Association Key is your birthdate in the format of MMDDYY plus the last four digits of your SSN.

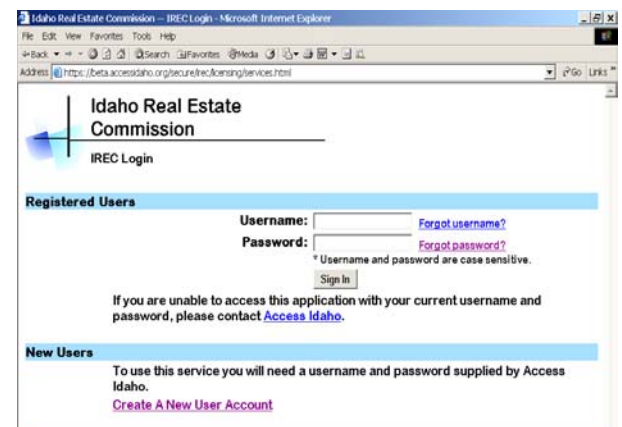
License Number

Association Key

(The next time you log onto the Real Estate Licensing page, you only need to enter your username and password. The association stays with this username and password until you end the association. Once you've established your Access Idaho username & password and associated your IREC licensing information to that username, you can change the association key for privacy reasons.)

ACCESSING YOUR USER ACCOUNT

- 1) Access the Real Estate Commission online services page.
- 2) Type your Username and Password then click on "Sign In"
- 3) If you have more than one licensing record associated to your username, then you need to select which licensee you are planning to process online functions for, otherwise go to step 4.
- 4) Select the online service you wish to use.



Idaho Real Estate Commission
IREC Login

Registered Users

Username: [Forgot username?](#)

Password: [Forgot password?](#)

* Username and password are case sensitive.

If you are unable to access this application with your current username and password, please contact [Access Idaho](#).

New Users

To use this service you will need a username and password supplied by Access Idaho.
[Create A New User Account](#)

OFFICE MANAGERS

- 1) If you are an office manager and have "associated" to more than one licensee, you will need to select which licensee you are going to do online licensing functions for when you login.
- 2) To add another licensee to do online licensing changes for, click on "Add Another Licensee."
- 3) To remove a licensee that you are authorized to process online licensing for, click on the "[remove]" link at the right of the licensee's name.

Save for future reference